

SIGN IN SHEET

IFB PMB-2013-29	FURNISH LAUNDRY SERVICES FOR ASSET MANAGEMENT PROJECT 43 AND ASSET MANAGEMENT PROJECT 46 ON THE ISLAND OF HAWAII
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INSTRUCTIONS

Please fill out this sheet and leave original at the respective office where you picked up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038.

Pre-Bid Conference:	<u>Wednesday, November 27, 2013</u> 1:30 p.m. – 2:30 p.m. Hawaii Standard Time (HST), HPHA, Building G Conference Room, 1002 North School Street, Honolulu, HI 96817.	
Notice of Intent to Offer Due Date	<u>Due before 4:30 p.m. HST, Friday, December 6, 2013</u> at the HPHA, Central Files, Building D, 1002 North School Street, Building D, Honolulu, HI 96817. Facsimile or electronic transmission is acceptable.	
Bid Offer Form Due Date:	<u>Due before 10:00 a.m. HST, Wednesday, December 18, 2013</u> at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, HI 96817.	
Bid Opening:	Wednesday December 18, 2013	At 10:15 a.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.

Date: _____	
Company: _____	
Address: _____	
Phone #: _____	Cell #: _____
Fax #: _____	
Contact Person: _____	

Signature of Person Picking Up Packet

REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

- | | |
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| <input checked="" type="checkbox"/> Hawaii Compliance Express, Certificate | <input checked="" type="checkbox"/> Corporate Resolution |
| <input checked="" type="checkbox"/> Wage Certificate | |

The following shall be submitted prior to the execution of the contract, no later than January 15, 2014:

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| <input checked="" type="checkbox"/> Certificate of Insurance | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____ | |